

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PROGRAMMING
TRAFFIC CONGESTION RELIEF PROGRAM MS-49
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*Flex your power
Be energy efficient!*

April 3, 2006

**TO: ALL PROJECT LEAD APPLICANTS FOR THE
TRAFFIC CONGESTION RELIEF PROGRAM**

As approved by the California Transportation Commission (Commission), the Traffic Congestion Relief Program (TCRP) guidelines (Section 8.2) state that lead applicant agencies will submit progress reports for each TCRP project, twice a year in April and October. The next report is due on April 19, 2006.

It is imperative that each applicant agency promptly and thoroughly provides the information requested in regards to progress on their TCRP project(s). This information will become the basis for the California Department of Transportation's (Department) bi-annual report to the Commission, as well as, the Commission's Annual Report to the Legislature regarding the TCR Program. These reports provide program and project status as well as recommendations regarding various aspects of the program.

Additionally, the information will be used to verify current fiscal year resources and help establish estimated budget needs for fiscal year 2006-2007 and beyond. All approved phase information needs to be updated in terms of schedule and future allocation and/or AB 1135 Letter of No Prejudice (LONP) request amount and timing. As allocations of new TCRP funding has resumed, for purposes of estimating future allocation/LONP requests, please provide the best estimate for when an allocation will be requested, and the future cashflow (expenditures) against the allocation. According to current Commission policy, only projects able to award a contract within 6 months of an allocation will be considered. All un-approved phase information needs to be updated as well, because this information will become the official data for these phases, pending future amendment actions.

Attached to this email is the form(s) for your project(s) that need to be completed and returned via email. The form(s) has been pre-populated for approved allocations and expenditures, dated as of March 15, 2006. The attached form(s) include a detailed instruction sheet; please review the instructions thoroughly. Also attached is previous submission for the October 2005 Progress Report for your reference.

Additionally, the TCRP website, located at www.dot.ca.gov/tcrp, has been updated to include:

- Information collected via the October 2005 Progress Report,
 - Including links to previous submitted Project Review forms for each project respectively,
- Information concerning the Close-Out Process for projects that are completed,
- Information and instructions to address the issue of lapsing funds,

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If you have any questions, please contact either Laurel Janssen (916) 651-8647 -
Laurel_Janssen@dot.ca.gov.- or Peter Anderson (916) 651-8651 -Peter_Anderson@dot.ca.gov.
to provide you assistance in completing the project review forms.

Sincerely,

ORIGINAL SIGNED BY

ERIC S. KOCH
Chief
Traffic Congestion Relief Program